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Pages 16-17, replace the paragraph spanning these pages with the following replacement paragraph:

02
--The image forming apparatus 102 has a plurality of recording sheet storage sections 53 and 54 that have sheets S (SH1, SH2) of different sizes loaded therein, and recording sheet feeding sections 55 and 56 for feeding recording sheets. A fed sheet S is conveyed to a sheet conveyance path 60 via a sheet conveyance path 57. Reference numeral 61 designates a laser scanner for scanning laser light based on image information read by the optical system 52, to form a latent image (toner image) on a photosensitive body of an image forming section 62.--

Pages 20-21, replace the paragraph spanning these pages with the following replacement paragraph:

03
--Reference numeral 84 designates a processing tray unit including an intermediate tray 82 (hereinafter referred to as "the processing tray") for temporarily accumulating sheets, aligning the accumulated sheets S or insert sheet I, and stapling them using a staple unit, and an aligning plate 88 for aligning the sheets S or insert sheet I loaded on the processing tray. The processing tray 82 stacks the sheets S and insert sheet I conveyed thereto with their image formed surfaces facing downward in such a manner that their image formed surfaces remain facing downward. The aligning plate 88 aligns the sheets stacked on the processing tray 82 with their image formed surfaces facing downward so as to correct deviation of the sheets in a direction at a right angle to a sheet conveying direction (a perpendicular direction, that is, a sheet width direction), and correct skewing thereof. The staple unit 80 staples rear end portions of the sheets accumulated and aligned with their image formed surfaces facing downward. Consequently, the sheets with images formed thereon can be sequentially discharged in a fashion facing downward, starting with the top page, so that for example, in an image forming apparatus having a copying function and a facsimile or printer function, processing can be started with the top page whatever function is used. Further, the staple

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D³

unit 80 can be provided in the main body of the image forming apparatus 102. As a result, the user can obtain output results in which the correct page order and image orientation are obtained with a binding position formed on the left side of the sheet as viewed from the image formed surface and without the need to increase the size of the sheet processing apparatus 103 and complicate the construction of the same. Therefore, the apparatus can be operated more easily and has improved productivity, cost performance, and the like. In this connection, the punching process is also controlled such that the sheet is punched at a rear or trailing end portion thereof.--

Pages 22-23, replace the paragraph spanning these pages with the following replacement paragraph:

D⁴

--Reference numeral 20 designates an insert sheet storage section for setting therein insert sheets I with images previously formed thereon and which are to be inserted into sheets fed from the image forming apparatus main body. Reference numeral 21 designates a feed roller for feeding insert sheets, and reference numeral 22 designates a separating roller for separating the fed insert sheet(s) from the other insert sheets (in the present embodiment, sequentially separating and feeding the insert sheets starting with a top layer sheet). Reference numeral 27 designates an insert sheet set detecting sensor for detecting whether an insert sheet or insert sheets are set in the insert sheet storage section 20. The fed insert sheet I is conveyed to the conveyance roller 2 by means of conveyance rollers 23, 24, 25, 26.--

Page 37, replace the paragraph appearing in lines 15-24 with the following replacement paragraph:

D⁵

--When the sheet detecting sensor 93 detects the trailing end of the sheet, the controller circuit section 200 calculates, based on the punch offset (X) corresponding to the punching position on the sheet 5, the wait time before starting punch slide driving, and then actuates the timer. When the calculated wait time has elapsed, the controller

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B⁵
circuit section 200 drives the punch drive motor, not shown, to rotatively drive the punches 91 and dies 92 of the punching section 90 to punch the sheet S.--

Pages 42-43, replace the paragraph spanning these pages with the following replacement paragraph:

B⁶
--The CPU waits until the punch slide HP sensor 94 detects the punch slide HP defining section 95 (step S20). When the punch slide HP defining section 95 is detected, the CPU 2002 stops the movement of the punching section 90 and sheet end detecting sensor 93 toward the punch slide HP (step S21).--

Page 43, replace the paragraph appearing in lines 4-8 with the following replacement paragraph:

B⁷
--The CPU 2002 waits until the punching position detecting sensor 99 detects the punch HP (step S22). When the punch HP is detected, the CPU 2002 stops the rotative movement of the punches 91 and dies 92 (step S23) and returns to the processing at the step S4.--

Page 54, replace the paragraph appearing in lines 6-22 with the following replacement paragraph:

B⁸
--Then, the CPU 2002 determines whether the distance K between the sheet detecting sensor 31 and the sheet end detecting sensor 93 is equal to or larger than the minimum punchable length L in the sheet conveying direction (step S56). If the CPU 2002 determines that the distance K between the sheet detecting sensor 31 and the sheet end detecting sensor 93 is equal to or larger than the minimum punchable length L in the sheet conveying direction, it waits until the sheet detecting sensor 31 detects the trailing end of the sheet (step S57). When the sheet detecting sensor 31 detects the trailing end of the sheet, the CPU 2002 starts the timer A (step S58), and calculates the wait time before starting the punch rotation driving, depending upon the predetermined punching position